

RICHMOND POLICE DEPARTMENT



11-31 SPECIAL INVESTIGATIONS DIVISION (SID) OPERATING MANUAL

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Chief of Police or Designee

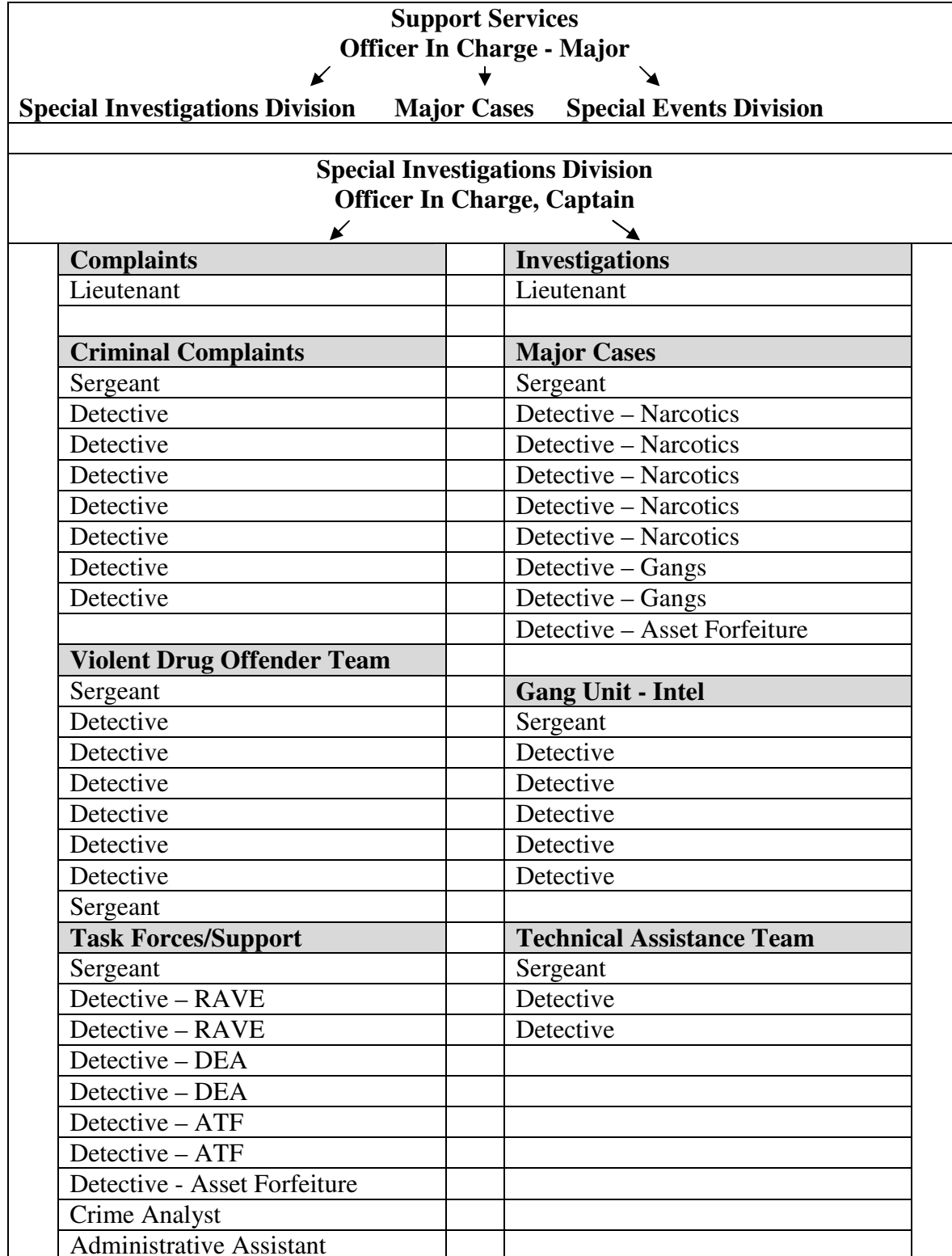
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SPECIAL INVESTIGATIONS DIVISION ORGANIZATIONAL CHART



PURPOSE

The purpose of this manual is to provide guidance to employees assigned to the Special Investigation Division (SID). The scope of the SID shall be understood by its members and Department-wide.

POLICY

The Richmond Police Department is committed to the suppression of organized crime activities within the community. It is the responsibility of every police officer to be watchful of organized crime activities and to take appropriate action when observed or suspected.

GENERAL DIVISION RESPONSIBILITIES

1. The SID shall actively investigate drug, gang or other special investigations.
2. The OIC of SID is responsible for coordinating and overseeing all enforcement activities relating to drug, gang or other special investigations.
3. The OIC of SID shall prepare weekly and annual reports to be presented to the Chief and executive command staff, detailing any drug, gang or other special investigations activities within the scope of SID responsibilities. The Chief and other affected Department members shall be notified daily of all significant issues through the use of the Noteworthy and Unusual Events Report. The Chief will be notified immediately should an urgent matter arise.
4. SID will identify and document known or suspected persons involved in drug, gang or other related activities.
5. SID will substantiate or unfound, by investigation, reports made by citizens.
6. SID will communicate with other agencies, other units within the Richmond Police Department and other intelligence sources regarding organized crime, narcotics and vice activities.
7. SID will thoroughly investigate cases involving organized crime, narcotics and vice activities seeking arrest and prosecution, when appropriate.
8. SID will maintain accurate and organized records which allow referencing to past complaints and activities to include information conveyed to and received from victims, witnesses and members of other agencies.

TEAM RESPONSIBILITIES AND DUTIES

Criminal Complaints Team

Objective

The Criminal Complaint Team is responsible for working with the Precincts and the community to address street level drug issues. This involves the handling of drug complaints and Drug Eradication. Complaints are received from a variety of sources to include Crime Stoppers, the precincts, senior command, and citizens.

Methodology

Drug complaints are either assigned to the precincts or handled by SID Detectives. All complaints are tracked in the Department's record management system and deadlines are set to ensure follow through. Drug Eradication is a two phase process involving a coordinated response between the precincts and SID to address street level drug activity. Drug Eradication areas are well defined and selected by the precincts. Detectives are required to address the identified problem within a defined time frame.

Violent Drug Offender Team

Objective

The objective of the Violent Drug Offender Team is to create focused narcotics investigations directing their efforts toward drug offenders who have been involved in violent acts. This includes individuals who are suspected of being involved in violent crimes as well as individuals who have been previously charged and/or convicted of violent crimes (i.e. robbery, homicide, aggravated assault). The Violent Drug Offender Team will also participate in the Drug Eradication Areas by targeting individuals who deal in illegal narcotics in those areas, specifically focusing on individuals who have been, or are suspected of being involved in, violent crimes.

Measurement

The team will target and arrest three Violent Drug Offenders each quarter. The team will participate in the dismantling of 16 Drug Eradication Areas in the fiscal year.

Methodology

Detectives will identify groups of violent individuals who are engaged in illegal drug activity as well as individuals who are suspected of being involved in violent crime. Detectives will utilize all investigative/technological resources at their disposal to dismantle Drug Eradication Zones assigned to them. Detectives will coordinate their efforts with the prosecutor's office and other law enforcement units/agencies.

Major Cases

Objective

The objective of the Major Case Team is to create focused narcotics investigations directing their efforts toward Violent Drug Groups, Major Traffickers, and Criminal Gangs. An Asset Forfeiture Unit Detective will parallel each drug/gang case with a detailed financial investigation.

Measurement

The team will dismantle two organized drug groups that are involved in violent activity and/or the major distribution of drugs. The team will dismantle two identified gangs that are engaged in organized criminal activity. The team will seize any currency, vehicles and real estate of individuals engaged in organized criminal activity.

Methodology

Detectives will identify groups of individuals who are engaged in illegal drug activity and/or have a propensity for violence. Efforts will be made to investigate, target and arrest such individuals at all levels of such groups. Detectives will utilize all investigative/technological resources at their disposal. Detectives will coordinate their efforts with the prosecutor's office and other law enforcement units/agencies.

Gang Unit

Objective

The Gang Intelligence Unit (GIU) is responsible for identifying and documenting any and all known and unknown gangs operating within the City of Richmond and to identify its members and associates. This unit is also responsible for identifying any illegal activity that criminal gangs are involved; either directly or indirectly.

Methodology

This unit also shares this information throughout this and other police agencies to assist in their investigations. The GIU also provides information and education to communities, to assist them in better understanding and identifying the gang members and their activity.

Technical Assistance Unit

Objective

The Richmond Police Technical Assistance Unit's primary duty is to set up and monitor all covert operations that utilize audio and video recordings. The Tech Unit detective is the key safety officer on any assignment that uses a confidential informant or undercover officer.

Methodology

The Tech Unit provides support for all police department undercover operations. The Unit uses various types of technology including body wires, video recording equipment in vehicles and buildings, GPS tracking units and covert pole-cams. The Tech Unit also works with Computer Services in maintaining the Electronic Neighborhood Watch camera system and is tasked with copying and editing all audio and video recordings from interviews and surveillances done by Department members. The Unit also assists with the planning, installation and maintenance of special electronics projects such as the digital conversion of polygraph and interview rooms.

Crime Analyst/ Intelligence Analyst

Objective

The objective of the Analyst is to perform technical and analytical duties within the unit. Duties include collection, correlation, and analysis of criminal intelligence information pertaining to organized crime activities, as well as dissemination of that information to law enforcement agencies. The incumbent is assigned primary responsibility for criminal intelligence analysis of traditional organized crime and narcotics as it relates to the crime.

Methodology

A set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in planning in the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and the clearance of cases.

TASK FORCES

The Richmond Police Department is involved in Task Forces with the ATF, DEA, and FBI. Each of these Task Forces is designed to address specific criminal problems in the City. Personnel assigned to these units are assigned to SID while working with the Task Forces. This allows for Department oversight and clear communication of goals. There are currently 5 Task Force Detectives assigned to SID. The Detectives are assigned as follows: 2 – FBI / RAVE, 2 – DEA, and 2 – ATF / VCIT.

Objective

RAVE - This partnership is with the Federal Bureau of Investigation. The Purpose of the RAVE task force is to target organized groups participating in gang activity. This task force is specifically assigned to gang investigation and prosecution of gang participants. This task force has been established in accordance to the guidelines set forth by the FBI and specifically under the guidelines established by the Safe Streets Initiative. The results are reported on a monthly basis to the chain of command of the Richmond Police Department and also shared every 45

days at a multi jurisdictional task force meeting (CVRP). This is an essential partnership based on the nature of the work as well as the additional federal resources made available through the participation of RPD.

Methodology

RAVE - will continue to conduct both long and short term operations, develop and identify possible targets and investigate criminal activity. They will operate in a designated area to be determined by the Richmond Police Department and conduct operations based on the directive established under the terms of agreement that has been filed with the Richmond Police Department.

Objective

VCIT – Violent Crime Impact Team - This partnership is with the Bureau of Alcohol, Tobacco, and Firearms. The Purpose of the VCIT task force is to target violent offenders operating in the City of Richmond. This task force is specifically assigned to sector based geographic areas. This task force has been established in accordance to the guidelines set forth by the ATF and specifically under the guidelines established by the collaborative agreement with the City of Richmond. The results are reported on a monthly basis to the chain of command of the Richmond Police Department and also shared every 45 days at a multi jurisdictional task force meeting (CVRP). This is an essential partnership based on the nature of the work as well as the additional federal resources made available through the participation of RPD.

Methodology

VCIT will continue to conduct both long and short term operations, develop and identify possible targets and investigate criminal activity. They will conduct both overt and covert operations and will operate in a designated area to be determined by the Richmond Police Department. VCIT will conduct operations based on the directive established under the terms of agreement that has been filed with the Richmond Police Department.

Objective

DEA - This partnership is with the Drug Enforcement Administration. The Purpose of the DEA task force is to target organized groups participating in the trafficking of narcotics. This task force is specifically assigned to drug investigation and prosecution of offenders. This task force has been established in accordance to the guidelines set forth by the DEA and specifically under the guidelines established by the agreement established between the City of Richmond and DEA. The results are reported on a monthly basis to the chain of command of the Richmond Police Department and also shared every 45 days at a multi jurisdictional task force meeting (CVRP). This is an essential partnership based on the nature of the work as well as the additional federal resources made available through the participation of RPD.

Methodology

DEA will continue to conduct both long and short term operations, develop and identify possible targets and investigate criminal activity. They will operate city and conduct operations based on the directive established under the terms of agreement that has been filed with the Richmond Police Department.

OPERATIONAL EFFECTIVENESS

Ballistic Vests (Wearing of protective vests by Detectives)

SID Detectives shall wear their ballistic vests in accordance with General Order 3-3. Detectives shall wear their vests on all pre-planned arrests of felony suspects, planned raids, execution of any non-administrative search warrants, and any other situation where it is deemed necessary and will not compromise the mission.

High Risk Operations

SID will adhere to General Order 7-12 on all high risk operations.

HIGH-RISK OPERATION (for the purpose of this directive) – Search warrants, controlled drug purchases, drug reversals, decoy operations, or any other operation that involves any police officer working in an undercover capacity, or an informant working under the direction and control of a member of the Richmond Police Department.

Considerations will include:

- SID personnel will complete an authorized Operational Plan for all pre-planned surveillance, search warrants, and controlled purchases of illegal narcotics.
 - A standardized operational plan is used.
 - A standardized checklist for search warrants and buy operations that covers safety and other investigative issues will be completed by the case detectives and reviewed by their supervisor.
- SID personnel will utilize the police radio for all operations when feasible, and will use the issued Nextel cellular phone as a backup for all operations.
- SID personnel utilized in an undercover capacity will be supplied with the equipment needed for that assignment (i.e. false identity, vehicles, clothing, etc).
- SID will assign a sergeant to coordinate all undercover operations. This sergeant will be responsible for ensuring the UC is supplied with all necessary equipment and will be available to the UC at all times. This sergeant will also be responsible for ensuring that all necessary paperwork is completed on the case.
- Raid training must be completed before personnel can participate in a search/high risk operation.
- Sworn personnel must complete shield training before being allowed to use the ballistic shield.

- Officers can not participate in high risk felony traffic stops without completing prescribed specialized training.

COMPLAINT PROCESS

The following process is used to track and document drug complaints.

Complaint Received

Once a complaint is received it is forwarded to the SID Criminal Complaint Team. Complaints are received from a variety of sources: Crime Stoppers, citizen complaints, outside agencies and internal police complaints.

Complaints Documented/Assigned

Complaints are logged into the Department's Record Management system (Gang Activity Module in PISTOL). Each complaint is assigned to a SID Detective or sent to the effected Precinct Commander for follow-up. An update is required every 30 days from the Precinct Commander or assigned Detective. Progress on the complaint is recorded in the Record Management System.

Complaints Prioritized

Complaints are prioritized before they are assigned. Associated violence, Precinct requests and solvability are considered when responding to complaints.

External Complaints

Complaints from Crime Stoppers and outside law enforcement agencies are logged and tracked in the same manner as internal complaints. Outside agencies are notified of progress or when a complaint is cleared.

EVIDENCE

Seizures

In order to maintain ethical and legal standards of the seizure of evidence, the Special Investigations Division has established the following procedures. This order does not supersede General Order 3-12. In any case, in which the seizure of evidence is eminent, a detective will be designated as the property recorder. It will be that detective's responsibility for the following:

1. Each item seized must be placed on a written ledger that includes where the item was seized, what the item was, and who found the item.
2. All drug evidence seized must be packaged, labeled and sealed with a detective's initials at the seam.

3. Control and transport the evidence to the Property Section, State laboratory, courts, etc.
4. Maintain the chain of evidence.

Packaging

- Each package, container, or item of narcotics or controlled substances seized must be clearly labeled and vouchered individually.
- Do not place several pieces of evidence in a single package labeled “one lot of drugs”. Drug evidence shall be placed in plastic envelopes provided by the department and each end flap must be sealed and initialed by the detective/officer.
- If the evidence bag is not self-sealing, clear wide tape may be used to make the seal; however, the initials must be made before sealing so that they can be seen through the tape.
- Other valuables including money and jewelry must be packaged and vouchered individually and not included with drug evidence.
- All currency seized shall be counted by at least two detectives.
- When vouchering cash, bills must be listed in descending order from largest to smallest.

Search Warrants

A copy of all search warrants will be placed on file with the OIC the of Narcotics Unit. This includes date/time of execution and what was seized from the location.

JOINT INVESTIGATIONS

The Special Investigations Division routinely investigates major drug dealers and other crime figures. These cases may necessitate the assistance from other local and federal agencies and require complete case file preparations. For the benefit of the department, and to ensure that these investigations are coordinated properly, the Special Investigations Division has established the following procedures:

1. Detectives must refrain from acting on their own and discussing investigations with others or by making decisions concerning the aspects of an investigation without discussing it with others participating in the investigation.
2. A detective will not divulge information concerning an investigation to anyone outside of the Department or other law enforcement agency.
3. Investigations that appear before the Multi-Jurisdictional Grand Jury may only be discussed with personnel that are sworn before the Multi-Jurisdiction Grand Jury.
4. All Special Investigations Detectives must be sworn to before the Multi- Jurisdictional Grand Jury.

5. Investigations that appear before that Federal Grand Jury may only be discussed with case specific personnel that have been sworn before that Grand Jury.
6. Detectives involved in a joint investigation with another agency can not discuss the investigation without the consent of the assisting agency.
7. Detectives will prepare case folders. These folders will include all pertinent information within the investigation. Use of the RMS is strongly recommended.
8. After an arrest is made, a duplicate casebook must be made available to the appropriate prosecuting attorney.
9. Upon final disposition of the case, the case file will be maintained in the RMS.

SIMULATION OR USE OF CONTROLLED SUBSTANCE

The use or simulated use of controlled substances should always be avoided. However, the Department and the Special Investigations Division acknowledges the use or simulated use of a controlled substance may be necessary. Therefore, the Special Investigations Division has set procedures that govern use or simulated use of a controlled substance.

Undercover operatives are taught the methods of simulating the use of drugs without actually ingesting the substance. The following circumstances dictate when the use or simulated use of controlled substance may be allowed:

1. The undercover officer may simulate the use of a controlled substance when he/she reasonable believes that they may be subjected to bodily harm if they refuse.
2. The undercover officer may use a controlled substance if he/she is subjected to deadly force and no other alternative is available.

In either event, the undercover officer must immediately notify the supervisor or the undercover coordinator. The supervisor will notify the Officer-in-Charge of Narcotics. A detailed letter containing the events which forced the simulation or use shall be forwarded confidentially through channels to the Chief of Police.

The undercover officer will be transported to the employee medical service for examination and will be placed on inactive duty for a minimum of 72 hours. The undercover officer will be scheduled an appointment to the Department's mental health provider for an examination. If the undercover officer's skin was penetrated for any reason, a blood sample will also be submitted for testing. Detectives working regular investigations are prohibited from any use or simulated use of a controlled substance, unless there is a life threatening situation and a rescue is not possible.

FICTITIOUS REGISTRATION OF VEHICLES AND LICENSES

The Special Investigations Division personnel may receive a fictitious driver's license for investigation purposes. Vehicles driven by Special Investigations personnel may also have

fictitious registrations. It is incumbent upon all personnel to ensure the fictitious names are kept confidential.

- The Division of Motor Vehicles will fictitiously register department vehicles with a letter from the Chief of Police.
- There is a cross-reference file that will flag this fictitious name should an inquiry be made of the vehicle or drivers license.
- Any inquiries will be forwarded to the Technical Assistance Unit.
- A written letter to the Chief of Police will be submitted requesting a fictitious drivers license that will include a fictitious name, address, and social security number.
- The Technical Assistance Unit will arrange for all fictitious registrations and licenses.

USE OF ALCOHOLIC BEVERAGES

(For Investigative or Training Purposes)

The officers-in-charge of SID unit may authorize the limited possession or consumption of alcoholic beverages under the following circumstances.

- The beverage is used solely as a training aid and is not to be consumed.
- The beverage is to be used as a prop to aid in an undercover investigation.
- The consumption of an alcoholic beverage by an undercover detective would aid in disguising their identity as a law enforcement officer.

The proper, department authorization form(s) must be completed before alcohol is to be consumed. The supervisor coordinating the investigation shall make every reasonable effort to ensure that the investigating officer does not become legally intoxicated. Whenever possible, two undercover officers will be present if alcoholic beverages are expected to be consumed by an officer. One of the officers will be allowed to consume a limited quantity of alcohol. The second undercover officer **WILL NOT** consume any alcoholic beverage. The second undercover officer is to help ensure that the investigation is completed as planned and to allow for a safe exit of both officers from the premises. There may be an occasion where only one undercover officer might consume alcoholic beverages. The coordinating supervisor must develop a strategy to minimize the risk of harm to the officer and the public during the course and completion of the investigation.

Alcoholic beverages that are no longer needed, as a prop upon the completion of an investigation, shall be immediately be disposed of and not consumed or given away to anyone.

TRAINING REQUIREMENTS

Initial Training

Detectives newly assigned to SID need to be provided with basic training on the following:

- Search Warrant Affidavit writing
- Informant management and safety
- Operational Planning (Buy Ops, SW Execution, Vehicle Stops, etc.)
- Surveillance Techniques
- Technological Resources (GPS, DNR, Audio/Video, etc.)

Retraining

Detectives assigned to SID will receive annual re-training in the following types of specialized areas which are deemed necessary by the agency for the development and enhancement of their skills, knowledge, and abilities particular to the specialization of SID detective.

- Entry/Raid Training (Provided by SWAT)
- Ballistic Shield Qualification (Provided by SWAT)
- Felony Vehicle Stops (Provided by SWAT)
- Emergency Medical Treatment/Evacuation (SWAT Medics)
- 4th Amendment Update (CWA's Office)

Training Responsibility

SID supervisors are responsible for ensuring that each of their personnel has completed the aforementioned training before participating in SID operations and that proper documentation is maintained.

SPECIALIZED EQUIPMENT (Technical Assistance Unit)

Specialized Equipment

Specialized equipment shall be any equipment described or related to the following technology. All equipment described below shall be under the control and directive of the Special Investigations Division – Technical Assistance Team.

1. Covert transmitters, digital and/or analog, and/or repeater systems utilized to transmit oral communications.
2. Tracking devices of all types.
3. All microwave transmitter and receiving equipment.
4. All telecommunications intercept* equipment [reference Virginia State Code 19.2-61 through 19.2-70.3].

- a. This does not include the recording of telephone conversations with one-party consent provisions.
- b. This does include all Dialed Number Recorder or Pen Register device installations and monitoring.

* “Intercept” means the aural acquisition of the contents of any oral communication through the use of electronic, mechanical, or other device.

Exception: The Electronic Neighborhood Watch program and equipment is controlled and maintained by the Records and Technology OIC.

Requesting Specialized Equipment

The majority of equipment controlled by the Technical Assistance team will be operated and controlled by authorized team members.

- Special situations and certain equipment may be assigned on a temporary loan status to qualified personnel to operate during special investigations.
- Requests for technical assistance must be made by contacting a member of the Technical Assistance Team.
- The approval of such reassignments and/or operations shall be at the direction of the Officer-in-Charge of the Technical Assistance Team. The operation and safety concerns involving equipment utilized by the Technical Assistance Team will be at the discretion of the assigned Technician.
- Supervisors of other divisions/units/teams should direct operational problems or conflicts directly to the Officer-in-Charge of the Technical Assistance Team.
- Technicians assigned to this team will operate the equipment so that the safety of the confidential informant and/or undercover police officer is the primary concern.
- If the assigned technician believes a safety concern exists for the informant and/or the officer and/or discovery of the equipment is imminent, then the technician is authorized to cancel the operation.
- Investigative techniques are not to be revealed when such exposure would result in the education of any criminal element in the operational techniques employed by the Richmond Police Department (as prescribed in current case law).
- Dialed Number Recorders/Pen Registers/ Trap and Trace Orders
- Request for DNR/Pen Register/Trap and Trace
 1. Any request for the installation of a DNR/Pen Register and/or Trap & Trace will be made through the Technical Assistance Team.
 2. The requesting officer should compile a subpoena and a court order. Both the subpoena and court order should contain the following information where applicable:
 - a. The target phone number(s).
 - b. Owner and address listing for phone number.

- c. Number of phone services in residence.
 - d. Caller ID/Caller ID deluxe services.
 - e. Call waiting.
 - f. Speed dialing service.
 - g. Call forwarding service.
 - h. Ultra call forwarding service.
 - i. Identi-call service.
 - j. Conference calling service.
 - k. Three-way calling service
 - l. Voice mail.
3. The officer shall submit the subpoena and properly signed court order to the Technical Assistance Team.
 4. Officers may contact the Technical Assistance Team at 646-6796 for assistance in compiling the proper order.
 5. The O.I.C. of the Technical Assistance Team or designee shall be responsible for the following:
 - Submittal of a true copy of the Court Order to the affected communication service provider.
 - The installation of any equipment necessary to complete the Pen Register/DNR intercepts.
 - The monitoring of such equipment.
 - The compilation and analysis of all intercepted data through the utilization of Pen Link Call Analysis software.
 - The removal of all Pen Registered/DNR intercept equipment.

Undercover vehicles

1. Vehicles that are assigned to SID for undercover use shall be maintained by the Technical Assistance Unit.
2. Undercover vehicles will not be used for any purpose other than covert operations unless approved by a SID supervisor.
3. The Technical Assistance Unit will ensure that undercover vehicles are in proper operating order and that all required equipment is maintained for the vehicles (Smart Tags, Gas Cards, etc).

SPECIALIZED EQUIPMENT

Narcotics and Gang Detectives

SID will provide the following equipment. It will issued by supervision assigned to the Special Investigations Division and maintained by all personnel assigned to the Division.

Ballistic Shields – These shields will be stored and maintained by SID. They will be available for every operation and used as needed. Operations including, but not exclusive to, that will require a Ballistic Shield are as follows. Search Warrants, Undercover Operations, Confidential Informant based operations and Officer down rescue.

Rams – Primarily used for entries. This item will be stored and maintained by SID and made available to all Detectives.

Halogen – Primarily used for entries. This item will be stored and maintained by SID and made available to all Detectives.

Digital Cameras – Cameras will be assigned to each individual Detective and made available to that detective for the duration of their assignment to the Special Investigations Division. This item will be signed for and returned upon reassignment of the Detective.

Digital Recorder – Recorders will be assigned to each individual Detective and made available to that detective for the duration of their assignment to the Special Investigations Division. This item will be signed for and returned upon reassignment of the Detective.

Web Gear – Web Gear will be assigned to each individual Detective and made available to that detective for the duration of their assignment to the Special Investigations Division. This item will be signed for and returned upon reassignment of the Detective.

Flash Lights – Flash Lights will be assigned to each individual Detective and made available to that detective for the duration of their assignment to the Special Investigations Division. This item will be signed for and returned upon reassignment of the Detective.

Shotguns – Shotguns will be made available to all Detectives who meet the departmental guidelines. The shotgun will be stored and maintained by SID and will be done in accordance with RPD policy.

SPECIALIZED EQUIPMENT

Assigned Vehicles

SID vehicle operating procedures will be governed by General Order 3-10, summarized below.

Certain Divisions/Services shall be permitted to utilize rental or other non-police equipment vehicles at the direction and discretion of the Chief of Police or designee. Generally, the use of such vehicles will be limited to areas of crime detection and apprehension, where a regular police unit would be easily detectable or traceable. The use of such vehicles will be strictly monitored and their use narrowly defined.

Rental or other non-police package vehicles will not be used for routine or general patrol. Virginia law enforcement vehicles used in routine or general patrol service must be conspicuously marked and equipped with at least a siren and emergency lights in operational order and constant radio communication.

Members shall complete and sign form PD-62, "Use of Rental and Non-Police Equipment Vehicles", before he/she is allowed to operate any such vehicle.

INVESTIGATIVE FUNDS

The Special Investigative Division (SID) receives quarterly disbursements, as determined by the Chief of Police, and are maintained by the lieutenant of the Narcotics Unit. The funds are secured in a safe inside a locked, alarmed office. The funds are referred to as the buy fund.

Funds are distributed periodically to the SID sergeants. The sergeants then transfer funds to detectives in the unit for purchases of drugs, confidential informant payments, investigative expenses, and other functions that are pertinent to the operation of the unit.

Each time funds are transferred from the lieutenant to the sergeants a receipt is completed for the amount of money being transferred and signed by both the sergeant and the lieutenant. A copy of the transfer receipt is given to the sergeant, another copy remains in the receipt book as a permanent record, and another copy is placed in the lieutenant's binder after the lieutenant records it in the fund ledger.

When sergeants transfer money to a detective a receipt is signed by both the detective and the sergeant stating the amount of funds dispersed. A receipt is given to the detective for his/her records and the supervisor maintains a copy for his/her records in the receipt book as a permanent record. A copy of the transfer receipt is given to the lieutenant and placed in the sergeant's binder after the lieutenant has recorded it in the fund ledger.

After dispersal of funds, the detective completes the N-10, Report of Expenditure of Special Investigative Funds form and submits it to his/her respective sergeant for approval and signature. The sergeant then submits the form to the lieutenant for approval and signature and recording in the fund ledger. The detective maintains a copy of the N-10 for his/her records.

When spending funds for non confidential informant payment, one N-10 is submitted. That copy is placed in the detective's binder after the lieutenant has recorded it in the fund ledger. When confidential informant payment is rendered an additional copy is submitted, which is placed in the informant's folder.

Buy funds are dispersed in other areas of the department as well. Sergeants and lieutenants of special uniformed drug units assigned to the precincts also receive funding for drug purchases and CI payments. In these cases, the lieutenant or sergeant of the respective unit is responsible for acquiring money from the SID lieutenant and submittal of the N-10s to the SID lieutenant. Non SID personnel will adhere to the same guidelines for transferal of funds as SID personnel. The SID lieutenant or SID sergeants may transfer funds to non SID personnel that have an account with the buy fund.

Personnel acquiring an account with the buy fund will be determined by the SID lieutenant.

Each person with a buy fund account is responsible for maintaining an up to date accounting of their expenditures. The SID lieutenant will conduct a quarterly audit of all personnel having a buy fund account. Any problems encountered during the audit will be immediately addressed.

The fund ledger is maintained solely by the SID lieutenant on a computerized program. The buy fund will be audited by the Professional Standards Unit and a report submitted to the Chief of Police.

Copies of expenditures are maintained in a binder assigned to each person with a buy fund account. The SID lieutenant will periodically remove the N-10s and transfer receipts from each individual's binder and place them respectively in an envelope specifying the month and year. The envelopes are stored in a locked cabinet in a locked alarmed office for safekeeping as a permanent hard copy record. Transfer receipts books are also maintained.

The SID lieutenant conducts quarterly reviews of all outstanding funds to ensure accuracy. The Office of Professional Reasonability also audits the investigative funds records periodically to ensure full compliance and the accuracy of record keeping.

CASE MANAGEMENT

Investigations involving members of the Special Investigation Division often involve sensitive information. As such, the following steps are used to maintain complete case files while limiting access to these files.

- Records and reports relating to active drug, gang or other special investigations are securely filed and maintained separately from the central records system.
- SID case files are maintained in the Department's Record Management system (Gang Activity Module in PISTOL).
- Access to these files is limited to SID personnel and other Department members authorized by the officer in charge of SID.
- Each case is assigned to a detective and has a tracking number.
- SID supervisors are responsible for monitoring Detective case files to ensure necessary information is contained.

CLANDESTINE LABORATORIES

The Special Investigations Division may conduct investigations involving clandestine laboratories. These labs are highly lethal and require careful and professional trained personnel to decontaminate the area. The Drug Enforcement Agency has a C.L.E.T. (Clandestine Laboratory Entry Team) available, which handles the entry, recovery, and destruction of the laboratories. However, the DEA will only assume the responsibility of clean up if they have prior knowledge of the investigation involving hazardous chemicals.

If a detective suspects the investigation involves a Clandestine Laboratory they must immediately seek the assistance from the DEA prior to any further case development. At no time will detectives assigned to the Special Investigations Division conduct a raid on a clandestine laboratory.

If at anytime detectives without knowledge enter a clandestine laboratory they will immediately withdraw from the scene and take all occupants, if possible with them. The detective supervisor and the OIC of Narcotics will be immediately notified. The Fire Department Hazardous Materials Team must immediately be notified. The Richmond Ambulance Authority will be notified and respond to a near-by location. The Richmond Police SWAT commander will be notified and will assume command of the scene.

CONFIDENTIAL INFORMANT REQUIREMENTS

It is the policy of the Richmond Police Department and the Special Investigations Division to ensure the safety and confidentiality of informants. The Special Investigations Division personnel shall adhere to General Order 7-6 (Use of Informants – see appendix) and this manual does not supersede this order.

Informant Contact

Special Investigations Detectives frequently meet with informants. Because such situations are potentially dangerous and ethical questions may arise, the following guidelines must be followed:

- At least two detectives must attend any meeting with an informant.
- The meeting must be prearranged and approved by a supervisor.
- The detective will provide the supervisor with the name and control number of the informant, and the location of the meeting.
- The detective will inform their supervisor when the meeting has been concluded.
- Detectives must be cognizant of issues involving informants of the opposite sex and the person's sexual orientation

Informant Control - Illegal Activity

Being assigned to an informant carries with it the responsibility for minimizing the risk that they will engage in criminal activity. Detectives are responsible for ensuring that the informant is told of Special Investigations Division policies and maintaining contact with the informant ensuring documentation. The informant must be advised in unambiguous terms that their status will not serve to protect them from any prosecution for any illegal conduct. If the informant is in a position in which it is likely that others will solicit their involvement in criminal activity, the informant must be instructed to take measures to postpone their participation and to contact the assigned detective. If it becomes evident that the informant may have to participate in an illegal

activity the Officer-in-Charge of SID must be immediately notified. The decision whether to proceed with the investigation will be made by the Officer-in-Charge of SID.

Informant (Undercover) Safety

Where an informant or undercover officers is utilized in the field to further an investigation, every effort will be made to ensure their safety. In all cases, undercover operatives and informants will be supplied with ample backup units as the situation may require.

Guidelines for Informants during Field Operations

- When an informant's actions are under the direct control of the police department (undercover drug buys, etc) the Technical Assistance Unit will be used to monitor the operation.
- An operational plan will be created and reviewed by a supervisor before every operation.
- An informant may have occasion to handle investigative funds to facilitate an undercover investigation [e.g., buy money, or maintain cover].

Informant File Management

All informants for the Richmond Police Department must be registered with the Special Investigations Division.

- Informant files are maintained in a master file by a Lieutenant in SID.
- Informant files are kept in a secure and locked location and access is controlled by the Lieutenant who maintains the files.
- The Lieutenant who maintains the informant files is responsible for periodic review to determine if the informant is active.

Informant File Content

All informant files contain include biographical and background information, criminal history record.

Informants Juveniles

Officers may not work with juvenile informants unless authorization is received from all of the following:

- Parent or guardian
- Commonwealth Attorney
- Officer in Charge or designee in Special Investigations Division

Informant Payment

- Sources of information may not receive payment if they are facing criminal prosecution.
- Sources of information who are not facing charges are eligible for receiving payment for information provided (as long as they meet other Department criteria)
- An informant may be paid for information provided or to compensate for reasonable out-of-pocket expenses.
- Detectives cannot authorize a specific amount of payment the informant may receive without authorization from a supervisor.
- The amount of payment must be approved by the SID Lieutenant who manages the informant files.
- On occasion, detectives may work with other agencies using that department's informant. While this is acceptable, such informants may not receive payments from the investigative funds unless the person is registered with SID.

CONFIDENTIAL SOURCE FILE MANAGEMENT

Informant Records

- All informant records are kept in a locked and secure location.
- A Lieutenant assigned to SID maintains informant files and controls access to these records.
- All informants in the police department must be registered with SID. The informants must meet established criteria and they are then assigned a control number.

Informant Levels of Activity (3 levels)

1. Active Informants ~ Informants are considered active when have met the established criteria and are actively being used in case development.
2. Inactive Informants
 - a. Periodic checks are done by the lieutenant who oversees the informant records to determine if the informant is still active.
 - b. Records are not monitored on a set schedule but this is an ongoing process to ensure they are kept up to date.
 - c. If an informant has not been used for an extended period the case manager is contacted for review of status.
 - d. Should the case manager determine that an individual is not being used and will not be used for the foreseeable future then that informant will be classified as inactive
 - e. The case file will be physically moved and stored in a secure location separate from active files and with other inactive files.
3. Deactivated Informants

- a. Upon review by the case manager; with a finding of inappropriate behavior, subsequent arrest, or advisement from prosecuting attorneys or judges a person may be deactivated.
- b. Once the overseeing lieutenant is advised of the deactivation the file be removed from its existing status and labeled deactivated and placed in a separate deactivated file section.

Change of Status

Inactive and deactivated informant's status will be noted in the confidential informant record.

UNDERCOVER POLICE OPERATIONS

The Special Investigations Division conducts investigations that require the use of an undercover officer. Undercover Officers referred to in this section are those officers who are placed in a full time and/or short time undercover capacity. The same guidelines apply to any Richmond City Officer that is used in an undercover capacity for any jurisdiction or agency.

The Special Investigations Division has detectives that are assigned as coordinators for the undercover program. An assigned narcotics supervisor is responsible for the undercover coordinators and for the selection of undercover personnel.

Full Time Undercover Capacity:

Those officers that are in a full time undercover capacity for six months or longer; will be used to target specific locations, targets, and/or organizations.

1. The undercover coordinators will visit recruit classes, precincts, and divisions identifying officers that are interested in working as an undercover operative.
2. Consideration is given for the type of assignment to ensure the officer fits the role.
3. Candidates will undergo a preliminary background investigation and an interview.
4. Personnel selected are covertly transferred into the undercover assignment and will receive the appropriate training.
5. Undercover personnel will not visit any police facility unless approved by the undercover coordinators or the supervisor.
6. A fictitious identity along with the proper credentials will be issued to the undercover operative. However, any misuse of the identity will subject the officer to criminal and or departmental prosecution.
7. All selected personnel must agree to complete a physical examination, including a blood and urine test, and psychological testing before, during, and after the undercover assignment.
8. Personnel working in this assignment are not insured a permanent transfer into the Special Investigations Division, or any assignment in Investigative Services.

9. Upon completing the assignment, all fictitious identification and equipment will be turned in to the undercover coordinator.

Short Term Undercover Capacity

Those officers used in a short term undercover capacity will be used from 1 to 30 days to target various/specific locations, targets, and/or organizations. (The below mentioned process is for specific investigations and not for every investigation requiring a temporary undercover assignment – i.e. a SID Detective making a street buy)

1. The undercover coordinators will visit recruit classes, precincts, and divisions identifying officers that are interested in working as an undercover operative.
2. Consideration is given for the type of assignment to ensure the officer fits the role.
3. Candidates will undergo a preliminary background investigation and an interview.
4. Personnel selected are covertly transferred into the undercover assignment and will receive the appropriate training.
5. Undercover personnel will not visit any police facility unless approved by the undercover coordinators or the supervisor.
6. The undercover coordinator will re-evaluate each assignment after 30 days to determine if there is a need to continue with an undercover officer.
7. Personnel working this assignment are not insured a permanent transfer into the Special Investigation Division, or any assignment in Investigative Services.

GANG INTELLIGENCE

Criteria and Documentation

The purpose of this directive is to establish the policy and procedure for receiving, processing and investigating gang-related crime, gang activity complaints, gang identification and receiving information on matters of gang intelligence. It is the policy of the Department to receive process and investigate all organized crime, gang-related crimes and complaints and to report all information regarding criminal intelligence.

Gang ~“Criminal Street Gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

Any group, including outlaw motorcycle gangs, prison gangs, posses, taggers, party crews, neighborhood groups, subversive groups and their associated membership that qualify under the definition of a gang may be maintained in the RICH/GANG System.

Gang Member ~ A juvenile or adult who has been positively identified and documented as a gang member under the Commonwealth of Virginia Department of Justice approved criteria.

Affiliate Gang Member ~ A juvenile or adult who is identified by a gang detective as one who associates with a gang, but is not necessarily a full member.

Gang Detective ~ Any detective assigned to a Department-authorized gang investigative unit.

Gang-Related Crime ~ Any crime may constitute a gang-related crime when the suspect or victim is an active or affiliate gang member, or when circumstances indicate that the crime is consistent with gang activity. Crime consistent with gang activity can include, but is not limited to, incidents when:

- The suspect or victim has gang tattoo (s);
- The suspect or victim has a gang moniker;
- A statement indicating gang involvement was made;
- The suspect or victim demonstrated gang behavior; or;
- Multiple suspects and gang Modus Operandi (MO) were involved

The Gang Intelligence Unit supervisor(s) shall approve the gang-related crime classification.

Gang-Related Statistical Crimes ~ When the following violent crimes are determined to be gang-related, they shall be monitored statistically by the Department to assess the level of gang crime in an Area. The statistically monitored gang-related crimes are:

- Murder
- Attempt Murder
- Felony Assault
- Assault on a Police Officer (includes Battery, Assault with a Deadly Weapon, and Attempt Murder on a Police Officer)
- Robbery
- Shots Fired into Occupied Dwelling
- Kidnap
- Rape
- Arson
- Witness Intimidation (includes Criminal Threats)

- Extortion
- Carjacking

Hard-Copy File ~ The RICH/GANG Card shall be the only Department-authorized hard-copy file that contains detailed information on gang members. The hard-copies shall be maintained and secured by the gang intelligence unit.

FIELD CONTACT REPORT / RICH/GANG CARD, (PD-54)-ACTIVATED

The FIELD CONTACT REPORT / RICH/GANG Card, form PD-54 is activated and replaces the F.C.R. (PD-54) This form is used to document information related to known or suspected gang members as well as other police contacts with suspect citizens. Completion of this form is self-explanatory and shall be completed by Gang Intelligence Detectives and Gang Intelligence supervisors who shall sign and include his/her code number. The original shall be placed into the Department hard-copy gang file.

CRITERIA FOR GANG DOCUMENTATION

The following criteria have been established for identifying individuals as gang members or gang affiliates.

Gang Membership Criteria ~ Indicators of gang membership shall include at least two of the following criteria:

- Individual admits to being a gang member in a non-custodial situation
- Individual has been identified as a gang member by a reliable informant or source. This includes the required registration of said informant
- Individual has been identified as a gang member by an untested informant or source with corroboration
- Individual is wearing gang attire
- Individual has been seen displaying gang hand signs or symbols
- Individual has gang tattoos
- Individual frequents gang areas
- Individual openly associates with documented gang members
- Individual has been arrested, alone or with known gang members, for a crime consistent with usual gang activity

When two or more of these criteria are met, a RICH/GANG Card shall be completed by a Gang Detective for entry into the RICH/GANG system. RICH/GANG Cards shall not be made for individuals that do not meet the criteria.

Gang Affiliate Criteria ~ An individual, who meets only one of the above criteria and is linked with a documented gang member, may be designated as a gang affiliate and entered into the RICH/GANG System. The gang detective shall document the name of the documented gang member with whom the affiliate is associating, the gang member's date of birth, and his/her RICH/GANG number on the affiliate's RICH/GANG Card.

CRIME ANALYSIS UNIT'S RESPONSIBILITY

The accuracy of the RICH/GANG System is based entirely on the accuracy and timeliness of the information entered into it. The Crime Analysts shall assist gang detectives by providing gang-related investigative leads, compile and interpret gang-related information searches and compile the monthly gang crime statistics.

CONTACTS WITH GANG MEMBERS

Investigations and Arrests

When the arrest or preliminary investigation reveals that the crime is gang-related, the reporting officer's Supervisor shall forward copies of all reports, including arrest sheets, to the Gang Intelligence Unit. The reporting officer shall ensure that the narrative fully explains the rationale for determining that the arrest or investigation is gang-related. Suspected gang membership information may also be further investigated by contacting the Gang Intelligence Unit OIC.

Field Identification

Officers who contact a suspected active of affiliate gang member and determine that the completion of a PD-54 is appropriate, shall document the following additional information:

- How gang membership was established (e.g. admits gang membership, tattoos, attire, etc.)
- The specific type of gang activity involved; and,
- The words "Gang Member" or "Gang Affiliate" in the narrative portion of the PD-54, depending upon the criteria documented by the officer.

Upon supervisory review and approval of the PD-54 containing gang-related information, it shall be routed to the Gang Intelligence Unit. The supervisors of the Gang Intelligence Unit will review the PD-54 to determine if the criteria have been met for entry into the RICH/GANG System.

After completing the RICH/GANG Card or if a card already exists, the Gang Intelligence Unit shall enter the new information into the RICH/GANG System within five working days. The PD-54 shall then be routed through Records Unit for normal processing. Gang detectives and other personnel who have completed the required RICH/GANG training may also input and update information into the RICH/GANG System.

MAINTAINING DEPARTMENT GANG FILES

Any non-RICH/GANG System or gang database is not authorized and shall not be maintained by any individual or Department entity. Private or localized gang databases lack security controls and audit capability required for an intelligence database. As a result, their confidentiality and reliability is severely jeopardized.

Hard-Copy Files ~ Hard-copy files refer to the completed RICH/GANG Cards, the Gang History Books and the Gang Photographs. These files contain information on street gangs, their members and affiliates who are, have been, or are likely to be involved in criminal activity and shall only be maintained by Department-authorized gang intelligence units.

Hard-copy files shall remain secured and locked at all times. However, these files shall have 24-hour accessibility through the Watch Commander for emergency usage. The Department original hard-copy RICH/GANG Cards on outlaw motorcycle gangs and prison gangs shall only be maintained by Gang Intelligence Unit.

RICH/GANG Card Completion ~Hard-copy RICH/GANG Cards shall be completed on all gang members and gang affiliates. The purpose for completing a RICH/GANG Card is to document the original source for entry into the RICH/GANG System. The completed RICH/GANG Card shall contain at least the following information:

- Complete name;
- Moniker;
- Date of Birth
- Identifying number (s);
- Juvenile/Parent notification;
- RICH/GANG number
- Criteria rationale, circumstances and date documented
- Name and code number of officer obtaining information
- Individual's photograph (if available)
- Complete name of gang or group; and,
- Approving gang intelligence unit supervisor's signature.

This information and all future updates shall be entered into the RICH/GANG System within five working days. As much information as possible should be placed on the RICH/GANG Card. Once a RICH/GANG Card has been completed with at least the above information, all future contacts or information shall be documented on a PD-54 and input into the RICH/GANG System. Updating the RICH/GANG Card for member and affiliates is no longer required.

Hard-Copy Organization ~ The Department hard-copy files shall be organized as follows:

The RICH/GANG Cards may include a copy of a current photograph of the gang member/affiliate. In addition this file shall also be considered the source document for the

RICH/GANG System and be arranged by gang name. All RICH/GANG Cards with a RICH/GANG number shall remain in the file regardless of status; and, Cards of inactive and deceased individuals without a RICH/GANG number shall be removed from the files and destroyed.

RICH/GANG SYSTEM AND GANG FILE SECURITY

The purpose of the entire RICH/GANG System is to provide Department personnel with an investigative tool for conducting investigations, which may involve gang members or affiliates.

Confidentiality ~ All Department personnel are reminded that it is not a crime in and of itself to be a gang member. It is incumbent upon the Department to protect the confidentiality of the RICH/GANG System and the Department gang files, and to safeguard the Constitutional rights of those identified. As a result, access is restricted to gang detectives or personnel who have met the “need to know, right to know” criteria.

Retrieval of System Files and Photographs ~ Authorization to print from the RICH/GANG System shall only be obtained from the OIC or his/her designee. If approval is obtained, these printouts shall not be copied, faxed, or mailed without approval of the OIC or his/her designee. Any printouts or copies from the RICH/GANG System or hard-copy files **shall not** be used as addenda for reports (e.g., search warrants, arrest warrants, or gang injunctions, etc.). They shall not be placed in personal ready reference files, investigative notebooks, case packages or homicide books.

At the culmination of an investigation, the investigating entity shall forward any RICH/GANG printouts to the OIC for proper filing or destruction. Printouts from the RICH/GANG System or hard-copy file (s) photocopies, facsimiles (faxes), or any form of reproductions thereof shall not be taken out of the gang unit’s office without prior approval of the OIC or his/her designee.

Off-Hour and Emergency Access ~ Murders, assaults on police officers, and high-profile crimes may occur at anytime and may require access to the RICH/GANG System to ensure timely information is available to the investigating officer.

1. **Access** ~ Accessing the **RICH/GANG** System requires proper training and a password. Under emergency situations, when personnel trained to access the **RICH/GANG** System are not available, the investigating officer shall telephonically request assistance by contacting the person named in the Gang Intelligence notification roster. This roster is maintained by the Information Desk.
2. **Printing** ~ If the investigating officer determines that **RICH/GANG** information needs to be printed. The investigating officer shall follow the above procedure for approval and its use. The investigating officer shall be guided by the directions of the OIC, Gang Intelligence Unit, for proper disposition of the printed information.

Discovery Motions and Court Requests for Records ~ The OIC, Gang Intelligence Unit, is the Department Custodian of Records for the RICH/GANG System and for all hard-copy gang files throughout the Department. The OIC, Gang Intelligence Unit, shall be notified of all legal

requests pertaining to information or records from the RICH/GANG System and/or any hard-copy gang files. Gang intelligence units shall follow the direction of the OIC, Gang Intelligence Unit, in handling legal requests for gang information. These units shall receive prior approval from the OIC, Gang Intelligence Unit, before releasing any information.

PHOTOGRAPHING KNOWN OR SUSPECTED GANG MEMBERS

Only gang detectives are authorized to take non-booking identification photographs of active and affiliate gang members.

Field Photographs of Suspected Gang Members ~ Gang detectives shall adhere to the following guidelines when photographing a suspected gang member or gang affiliate:

- Officers shall not use physical force or any other form of coercion in acquiring a photograph;
- Officers shall request and receive permission from the individual prior to taking a photograph when that person is not being arrested or otherwise legally detained;
- Officers shall not pose the individual with name or gang identification cards;
- Individuals photographed shall be unrestrained and on public property;
- Officers shall conduct the photographing process contemporaneously with the completion of the PD-54
- Photographing may not extend the time necessary to complete the interview process; and,
- A full explanation shall be provided to the suspect as to the purpose of the photograph.

Security of Gang Member/Affiliate Photographs ~ Gang Photo Books shall only be maintained by gang units and shall be secured at all times. Gang Photo Books are an important tool in the investigation of gang-related crimes and differ from regular photo or mug books in that they are assembled by gang and not by criminal offense. The Gang Photo Books are considered part of the Department's hard-copy gang files. Gang detectives shall follow the same security measures with respect to protecting gang member and affiliate photos as exercised for the RICH/GANG System and the hard-copy files. Gang Photo Books shall only be taken into the field with the approval of the OIC, Gang Intelligence Unit, or his/her designee and the Document Sign out Log shall be utilized.

An automated database is permitted to be used as an index for the Gang Photo Book, consisting only of the gang member/affiliate (s) name, RICH/GANG number, moniker and Gang Photo Book page number. If an automated database is used, a copy of the printed index shall be attached to the index portion of the Gang Photo Book. All prior printing conditions apply if this index is printed out.

Photographic Line-up Procedures ~ The RICH/GANG System has the capability of producing a photographic line-up for investigative purposes. Photographs shall not have the name of the gang member on the photo. Photographs may be copied for photo books. When RICH/GANG

generated photo line-ups are not available, the investigating officer shall use the Department's existing established photo line-up procedures when selecting photos.

NOTIFICATION OF PARENT OR GUARDIAN OF JUVENILES

Gang detectives shall attempt to notify a juvenile's parent or guardian in person when a juvenile is to be added to the Department's gang files. When an in-person or telephonic notification to the parents or guardian is not possible, (e.g., conflicting work schedules, residence outside of the City, etc.), the investigating Gang Intelligence Unit, OIC or designee, shall cause a letter to be mailed to the parents or guardian, utilizing the Gang Affiliation Letter, PD- , or the Gang Affiliation Letter (Spanish Version) PD- . The manner of notification (in-person, telephonic, letter, etc.), date, and officer making the notification shall be indicated on the RICH/GANG Card.

Exception: When parental notification may jeopardize an active criminal investigation, such notification may be delayed. However, once the investigation is no longer jeopardized, the gang intelligence unit OIC shall cause the parent or guardian to be advised telephonically, by mail, or in person of the date, time, and circumstances under which the juvenile's name was entered into the Department's gang files.

AUDITS AND PURGING OF RICH/GANG RECORDS

Routine and thorough audits and purging of outdated RICH/GANG records enhances the credibility and reliability of both the RICH/GANG System and the hard copy files.

Audits ~ Audits of all gang intelligence units' hard-copy files shall be conducted every January by the gang intelligence unit's OIC.

Purging ~ The RICH/GANG System will automatically alert the Department when an individual's database file has had no criteria added for the preceding five-year period. In such cases, the individual's database file shall be purged from the RICH/GANG System. Only trained Department personnel assigned to the Gang Intelligence Unit may purge those individual database files from the system. The RICH/GANG Card whose information has been purged from the RICH/GANG System due to inactivity shall remain in the hard-copy files unaltered. The deceased status of gang members and gang affiliates shall be entered into the RICH/GANG System as that information becomes available to the OIC. Incarcerated gang members/affiliates shall remain in the RICH/GANG System for a maximum period of five years unless the database file is updated to extend their active status. The RICH/GANG Cards shall remain in file indefinitely.

CALL OUT PROCEDURE FOR GANG DETECTIVES

Officers that need assistance with a gang related incident, or are involved in an incident that requires notification of a gang detective, should contact the Watch Commander who will notify the Gang Intelligence Unit supervisor. Members of the Gang Intelligence Unit are available for call out to assist officers with serious gang related incidents. A gang related incident is described

as any *criminal acts, including but not limited to those, involving gang members or gang affiliates committed for the benefit or furtherance of any criminal gang*. Incidents that require a gang detective be notified are:

- Homicides where there is a belief that gang members are involved
- Incidents that involve a serious injury to the victim(s) where there is a belief that gang members are involved
- Arrests of multiple gang members
- Any arrest of a gang member that involves a firearm or serious offense

For the purpose of notification, “gang member” includes members of nationally recognized street gangs and local neighborhood groups.

Appendix

SID Operation Forms

1. Operations Plan (Example)
2. Search Warrant Check List
3. Buy Check List

SID Informant Forms

1. Informant Cooperation Agreement
2. Informant File Check List
3. Informant Initial Debriefing Form
4. Informant Resume Sheet
5. Juvenile Authorization Release Update
6. SID Personal Informant History